

UNIVERSITY of
NORTHERN COLORADO



College of Education & Behavioral Sciences
School of Special Education

Western Regional Leadership Program in Low-Incidence

Leadership Trainee Travel Request

Name:

Bear #:

Proposed Travel:

Dates:

City, State:

Event:

Your role or purpose in making the trip:

What is the added value of this trip to your doctoral program?

Signature

Date

Advisor's Recommendation: Approve Disapprove

Advisor's Signature

Date

Kay Alicyn Ferrell, Ph.D.
Financial Authorization

Date

Financial Authorization: Approve Disapprove

Directions for Leadership Trainees:

9/12/2005

Complete this form by clicking on the shaded areas and filling in the required information.

Obtain your advisor's approval for the travel.

Submit form to Dr. Ferrell for verification that funds are available.

A signed copy will be returned to you, at which time you can make your travel arrangements.

All State of Colorado Travel Policies are in effect for any grant-funded travel

(<http://www.unco.edu/acctservices/acctpay/travpro.htm>).